

INFORMATION FOR NAVY MEMBERS ON SEPARATION FROM ACTIVE SERVICE

SSN	NAME (LAST, FIRST, MI)	PAY GRADE
SHIP/STATION		SEPARATION/RETIREMENT DATE

The pay you received this date, except for mileage, is based on local computation of amounts due. If additional payment or collection action is required by final pay audit/computation, the DFAS - Cleveland Center will initiate appropriate action. A copy of your "WHAT IF" or manual worksheet is attached as page 2. The "WHAT IF" or manual worksheet is a detailed breakdown of your final pay calculation and you should carefully review it for obvious over/under payments and ensure that corrections are processed prior to separation. It should be noted that the Debt Collection Act of 1982 requires prompt collection of all debts owed the Government (e.g., overpayments at separation) and that act authorizes interest, penalty, and administrative charges on all debts. The act also directs credit bureau on individuals with uncollected debts owed the Government.

YOUR ALLOTMENT STATUS:**FOR RETIREES/FLEET RESERVISTS:**

TYPE

MONTHLY
AMOUNTTHE PAYEE WILL
RECEIVE THE LAST
CHECK/BOND ON OR
ABOUT THE FIRST OF:THESE ALLOTMENTS WILL
BE CARRIED FORWARD TO
YOUR RETIRED/RETAINER
ACCOUNT (Circle one):

_____	\$ _____	_____ 20__	YES	NO
_____	\$ _____	_____ 20__	YES	NO
_____	\$ _____	_____ 20__	YES	NO
_____	\$ _____	_____ 20__	YES	NO

RETIREES/FLEET RESERVIST. Your retired/retainer account will be established upon retirement/transfer to the fleet reserve. Your first retired/retainer check will be issued 30 days after your release from active service. This check will be mailed to the address you requested. Whenever you have any pay or pay-related benefit questions, please:

Call DFAS-Cleveland Center

Commercial: 216-522-5955

Toll Free (except Ohio, Alaska, Hawaii or OUTCONUS)
1-800-321-1080 or DSN 580-5955. Code R

Write DFAS-Cleveland Center

Address listed below

SEPARATEES. DFAS-Cleveland Center will close your pay account out within 120 days of separation and mail your IRS W-2 to the address shown on your orders. Verify this address before you leave the Navy. When you have any pay or pay-related benefit questions, please call DFAS-Cleveland Center at 216-522-5637; or write DFAS-Cleveland Center (Code JJS).

TRAVEL CLAIMS. If you are entitled to payment for travel (for your own or for your dependent's travel), when the travel is completed, fill out the attached claim forms and attach your original orders. Submit your claim to the separation activity disbursing office. A check, a copy of the travel voucher, and your original orders will be returned to you within approximately 30 days.

ADDRESS/TELEPHONE NUMBERS.Defense Finance and Accounting Service
Cleveland Center (Code _____)
1240 East Ninth Street
Cleveland, OH 44199

Your Local Pay Office:

(216) 522 + extension